

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman
Patrick Buckley, Bernie Erickson, Erik Hoyer,
Richard Schadewald, John Van Dyck

EXECUTIVE COMMITTEE

Monday, October 9, 2017

5:30 p.m.

Room 200, Northern Building
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of September 11, 2017.

Comments from the Public

1. Review Minutes of: None.
2. Internal Auditor Report
 - a) Presentation of the 2016 Comprehensive Annual Financial Report (previously distributed), Federal Awards and State Financial Assistance Report and Management Communications (to be distributed prior to the meeting) by David Maccoux, Schenck, SC.
 - b) Board of Supervisors Budget Status Financial Report – August 2017 (Unaudited).
 - c) Status Update: September 1 – September 30, 2017.

Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

Communications – None.

Resolutions, Ordinances

4. An Ordinance Amending Subsection 2.13(4)(h) of Chapter 2 of the Brown County Code of Ordinances. *Referred from September County Board.*
5. Resolution to Engage American Fidelity as the Brown County Section 125 (Flex Spending Account) Benefits Administrator.
6. Resolution re: Reclassification of a Community Treatment Program Worker Position in the Human Services – Community Treatment Center Table of Organization.
7. Resolution Authorizing the Purchase and Sale of Real Estate.

Standing Item

8. Discussion of 2.12 of the County Code of Ordinances: The duties and responsibilities of the EXECUTIVE COMMITTEE. *Held for one month.*

Reports

9. **Human Resources Report**

- a) Chapter 4 Ordinance Revision regarding Employment Selection Process.

10. **Department of Administration Report**

11. **County Executive Report**

Closed Session

12. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding buying and selling property for landfill use.
13. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Executive Committee shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding buying and selling property for landfill use.
14. Reconvene into Open Session: The Brown County Executive Committee shall reconvene into open session for possible voting and/or other action regarding buying and selling property for landfill use.

Other

15. Such other matters as authorized by law.
16. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Executive Committee was held on Monday, September 11, 2017 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Schadewald, Supervisor Van Dyck, Supervisor Erickson, Supervisor Buckley, Supervisor Hoyer
Excused: Supervisor Moynihan
Also Present: Director of Administration Chad Weininger, Human Resources Director Kathryn Roellich, Internal Auditor Dan Process, Supervisor Joan Brusky, Corporation Counsel Dave Hemery, Museum Director Beth Lemke, Planning Director Chuck Lamine, other interested parties

I. Call meeting to order.

The meeting was called to order by Chair Lund at 5:30 pm.

At this time a moment of silence was observed in remembrance of the victims and events of September 11, 2001.

II. Approve/modify agenda.

Motion made by Supervisor Buckley, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/modify Minutes of August 7, 2017.

Motion made by Supervisor Buckley, seconded by Supervisor Hoyer to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

- 1. Review Minutes of:**
a) Benefits Advisory Committee (August 16, 2017).

Motion made by Supervisor Buckley, seconded by Supervisor Schadewald to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Legal Bills

- 2. Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Erickson, seconded by Supervisor Van Dyck to pay the legal bills. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

- 3. Communication from Supervisor Brusky re: I am requesting an adjustment in hourly wages for the Brown County employees who, because they were initially hired at a lower starting pay, now make less than employees with less experience who were hired after them. I am particularly referring to those hired in 2013 – or other pertinent years. *July Motion: Refer to staff to come back to the Executive Committee in 60 days with a list of employees who are in the same predicament and whether they are budgeted for a higher amount than they are being paid.* CARRIED 5 to 1.**

Supervisor Brusky informed she did not have anything new to report on this and recalled that at the last meeting this was discussed under “such other matters” because it was not listed as an agenda item. This was placed on the agenda for this meeting so if any new information becomes available it will be easier to follow through on this.

111

Supervisor Erickson said it is his understanding that Human Resources is currently addressing this issue, but there have been some conflicts and complications they are trying to resolve. He would suggest this be received and placed on file until a report is received from Human Resources.

Motion made by Supervisor Erickson, seconded by Supervisor Schadewald to receive and place on file. *No vote taken.*

Supervisor Van Dyck asked if this is something that should be referred to staff for incorporation in the budget, especially if any adjustments would not be put into effect until next year. Supervisor Buckley wants to be sure this does not get lost in the shuffle and would like to see this come back to this Committee in Resolution form when something is determined. Chair Lund agreed that a referral to staff for a Resolution would be important.

Motion made by Supervisor Erickson, seconded by Supervisor Schadewald to refer to staff. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Communication from Supervisor Moynihan re: For your consideration, I hereby request striking some of the language of Brown County Code of Ordinances 2.13(4)(h). I find it unnecessary to place closed session language on the county board's agenda, if we as a board, as deemed by the Chair, will not be convening into closed session due to lack of committee action/motion. I believe it provides a false pretense to the public and media. *Referred from August County Board.***

Lund indicated he discussed this with Supervisor Moynihan and if the Committee is willing, they can move forward with striking closed session language on future County Board agendas if the Board will not be meeting in closed session due to lack of committee action or motion.

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to approve striking closed session language on future County Board agendas if the Board will not be meeting in closed session due to lack of committee action or motion. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

5. **Resolution Adopting Brown County's 2018 Six-Year Capital Improvement Plan.**

Motion made by Supervisor Schadewald, seconded by Supervisor Buckley to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Resolution Authorizing First Amendment to \$1,540,108 Brown County, Wisconsin, Industrial Development Revenue Bonds (WESCO Project) Series 2010 Bonds.**

Corporation Counsel Dave Hemery informed that this relates to industrial revenue bonds which are a unique type of bond in that the County has zero liability with them. The County uses payments that come in each month from the company to make payments on the bonds, but even if the payments fail to come in, the County still does not have any liability.

Motion made by Supervisor Schadewald, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Initial Resolution Authorizing the Issuance of Approximately \$20,815,000 General Obligation Refunding Bonds of Brown County, Wisconsin.**

Motion made by Supervisor Schadewald, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

8. **Resolution Providing One-Time Supplemental Compensation to: 1) Employees in the IBEW Local 158 Bargaining Unit; and 2) Employees in the Brown County Human Services Professional Employees Association.**

111

Erickson understands what this is doing, but recalled it was discussed at earlier meetings that these groups of employees do have their bargaining. There have been years where none of the employees got raises and insurance went up and he asked if that would reflect back to these units as well. Lund said these groups are authorized up to CPI.

Supervisor Schadewald explained that since Act 10, bargaining is hypothetical. The law states the bargaining union can submit a proposal and the management can submit a proposal. If they do not agree, it goes to mediation. If they do not agree at mediation, the management can do whatever they want. The County Board has set a historical pattern of giving these bargaining units the same raise as everyone else until it became a situation where hypothetically the bargaining units could bargain for the CPI which could be more than what was given to the rest of the employees. If we are going to treat these bargaining units the same next year, Schadewald feels maybe they should be treated the same this year and that is why he supports this Resolution saying they ended up with the CPI that was less than everyone else got. We have been treating everyone the same for years and we should treat everyone the same this year as well. Schadewald continued that when the bargaining unit could have got 1.18%, the County gave them 1% like everyone else. Last year was a bit unusual in that the County gave a higher raise than the CPI and he feels these bargaining units should be compensated the same and that is the rationale for his support of this.

Hemery said this Resolution is to give the bargaining units a one-time payment of the \$400 the other employees got plus the difference of the .67% and the 1% that the others got. That being said, because the general employees got more this year and the unions would be paid more, the counter argument would be when general employees get less or no raise, the unions could still bargain up to the CPI. Schadewald noted that when the unions could get more of a raise, they still did not.

Director of Administration Chad Weininger recalled that during the 2017 budget meeting he advised the Board that they were deviating and treating union employees differently than the other employees and the Board made a conscious decision to do so. There were two units that did not recertify after that so they could get the higher wage rate. Lund noted there needs to be justification of the wages to make sure that they are in line with other similar units around the state. Weininger noted since he has been here they have been trying to treat everyone equal. The position we are in now is that we gave the other employees a COLA, but the unions did not really qualify for that so now the Board is looking at a one-time fix for this year and he noted that this is not something that is built into their wages. Lund reiterated a wage adjustment has to be justified by something other than fairness to all employees; it has to be justified by how much people in that union would make around the state.

Weininger said there are two options: approving this Resolution to fix this for this year or trying to come up with a way to justify a wage adjustment for these two specific groups. Hemery said the thing to keep in mind is that this does not touch base wages; it is like a bonus to equalize employees, but next year their base wages will remain the same as this year.

Van Dyck recalled a year when we froze wages and employees did not get anything and asked what the unions got that year. Weininger responded that the unions most likely did not get a raise either in that instance but he will double check with Human Resources on this. Van Dyck would like to know since Act 10 has been in place, if when other employees did not receive any increase, if the unions also did not receive any increase.

Weininger informed if the union employees do get a lump sum, it will be taxed at 25%. He also noted that they did budget this because they assume that most of the unions will decertify for the year and then recertify the following year.

Motion made by Supervisor Schadewald, seconded by Supervisor Erickson to approve. Vote taken. Ayes: Schadewald, Erickson, Lund, Hoyer Nays: Buckley, Van Dyck MOTION CARRIED 4 to 2

Standing Item

9. Discussion of 2.12 of the County Code of Ordinances: The duties and responsibilities of the EXECUTIVE COMMITTEE.

111

**Motion made by Supervisor Schadewald, seconded by Supervisor Buckley to hold for one month. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Reports

10. Internal Auditor Report

a. Board of Supervisors Budget Status Financial Report – July 2017 (Unaudited).

Internal Auditor Dan Process noted the financial report includes a comment regarding postage and noted the Board Office continues to see an increase in the postage costs. One of the initiatives with the tablets was to reduce postage and printing costs, but that is not happening. Lund said there will not be a decrease in expenses until all 26 Supervisors use the tablets. Process said another reason for the increase in postage is that the office is no longer using the County's mail service provider due to the length of time it was taking Supervisors to get their weekly packets.

**Motion made by Supervisor Buckley, seconded by Supervisor Hoyer to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

b. Status Update: August 1 – August 31, 2017.

Process referenced Attachment A in his report and said each year he does an analysis for each department that illustrates significant changes. He noted there had been some changes to the budget book where some of the changes are being included in the budget book and he wants to be sure that there is value to sending that information on to the Supervisors. He said there is prior year history on the report that is not included in the budget book. Lund and Van Dyck both indicated they see value in this as the budget book only contains information on one prior year and they like to be able to see trends over several years instead of just one year. Based on this, Process indicated he will continue to provide the information.

Motion made by Supervisor Erickson, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Human Resources Report

a. Review of Chapter 4 revisions. *Referred to HR to bring back next month with proposed changes after meeting with department heads.*

Human Resources Director Kathryn Roellich addressed Committee. There are three sections of Chapter 4 that are the subject of this Item: Vacation; Corrective Action and Discipline and Employment Selection Process.

With regard to Section 4.66, Vacation, Roellich noted they have had exempt (salaried) positions offered to people who are coming from previous jobs where they have had some longevity and then only getting a week or two of vacation to start here which is not a real motivator. Having the ability to offer more vacation based on an applicant's experience and education is helpful. Lund noted these situations used to come to the County Board for approval, but he is not opposed to offering more vacation to a qualified applicant. Buckley's concern is that someone could then come in and start with more vacation time than someone who has been employed at the County for 10 years. He feels there has to be some sort of oversight on how extra vacation is determined so it does not turn into the "me too" situation we are currently looking at with regard to wages. Roellich responded that approval of Human Resources and the County Executive would be necessary when making determinations of additional vacation and questions like how it compares to others in exempt positions within the department are taken into consideration. Lund noted the majority of exempt positions are department heads and deputies.

Schadewald said recruiting for jobs today is different than it was before Act 10. It is now a free agency situation and people move around in the workforce more than they used to. Employers have to compete for the best employees and things like vacation, insurance and wages are all factored into the package. If Brown County wants to get the best employees, this is realistic. When it comes to Buckley's argument about having the "me too" situation, Schadewald noted that most of the positions this would apply to are singular positions. He does not have any problem offering more vacation to someone who has good experience and education and can come in and do good

11/

things. He does not want to tie the hands of the people doing the hiring by limiting their ability to have some flexibility on vacation.

Van Dyck asked Buckley about his concern and Buckley explained that if a supervisor has been employed for five years and gets two weeks of vacation and then a new supervisor is hired at the same level and given three weeks of vacation, the first supervisor with two weeks of vacation is going to come and say they want the same amount of vacation because the newly hired supervisor is doing the same work but getting three weeks of vacation and half the Board will agree. He feels there needs to be some sort of procedure in place instead of just leaving it up to the department heads, because the department heads and HR is who got us into the mess with the similar situation regarding wages. Van Dyck agreed with Buckley's concern, but also understands the intent of this revision and agrees with it although he cautioned about making a firm commitment in the policies because it may not always be necessary to offer the full amount authorized to get the person.

Schadewald said the free agency creates inconsistencies, but it is the real new normal. He acknowledged that there could be problems but said we do not want to get into a position where we are being turned down by good employees because we are not going to give them vacation similar to what they had at a former job. There are a number of factors that have to be looked at including years of service and supply and demand. He does not want the consistency to be wrecking the employment and recruitment process.

Buckley said the difference in the governmental situation, particularly in Brown County, is that there are 26 union reps fighting on the employees' behalf, while in the private sector they can just say no. We typically have a Board that is not going to say no and he bases this on past practice of what the Board has done.

Van Dyck agreed with Schadewald in that the market is different than it used to be and that we should not be tying the hands of the County, but he also agrees with Buckley that this is something that will come back just like the other situations that have come up regarding wages. He feels perhaps there could be language added that none of the changes are to be applied retroactively in any manner but noted that the Board could change that, but at least there would be language out there that this is not construed to be retroactive. Lund agreed that limiting language would be a good idea.

Schadewald said there are not 26 union reps, there are 26 management reps because Act 10 has created free agencies, where the unions used to have contracts that managed 90% of the employees, but now every day the Board is managing 95% of the employees. The Board is going to have to come to some collective decisions on this and Schadewald noted that the Board is now part of the discussion on these issues as labor management officials.

Buckley did not disagree with the concept for department heads, but feels it will get sticky with other exempt employees. He feels we need to be cautious of what the County Board's role is in the hiring process because we have an executive floor that should be handling these things under the direction of the Board and he said if the Board is taking this all on maybe we do not need the whole sixth floor.

The next section that was discussed was with regard to vacation carryover and Roellich said the modifications are to articulate what has been done in an informal way historically because of extenuating circumstances. The modification clarifies and gives a consistent process as to how carryover vacation will be handled. The policy is that an employee can carry over 10 days of vacation at the end of the calendar year, and can keep on carrying over 10 days, but it cannot add up. Roellich continued that sometimes there are circumstances where there are staff shortages so employees cannot take all of their vacation or there may be an extra-large project that prevents employees from taking all their vacation and this would allow the department head to submit a request to HR to allow the employee to carry over more than the 10 days but they would have to use it by June 30 of the following year otherwise it is lost. Lund asked why we would not just pay someone out for their unused vacation if there were circumstances that they were unable to take it because they were needed at work so we do not get in a situation where someone ends up with six weeks to use the following year which is a lot of time to be out, especially if there are large projects going on where we need the people at work. Supervisor Hoyer pointed out that this is not doing anything to change the number of days of vacation someone receives. Roellich added that these situations do not arise every year and if the County said that employees would be paid out for unused vacation if it cannot be carried over, there will be employees who take advantage of that which will create budget

///

issues. The proposed modification is saying that the employee will not lose the unused vacation at the end of the year because of certain circumstances and they will have the first six months of the following year to use the vacation but if they do not use it by then, it will be lost. This is to account for some of the anomalies that occur.

The next portion of the discussion was an explanation of changes to the corrective actions, discipline and termination section. A section was added to define the terms of the ordinance. Roellich said the definitions are helpful so everyone is using the same language. A lot of the language is to clarify and provide a solid foundation and understanding of what we are doing. The section contains language regarding types of corrective action and discipline and an understanding of where employees fall and whether or not something is grievable. The grounds for corrective action and work rules were very minimal and did not even include insubordination. Roellich noted that the proposed language is not deemed to be all inclusive, but it gives a better idea to the employees of the expectations the County has of them from the onset. Hemery has reviewed all of this and said Roellich did a good job in including the most common offenses.

Van Dyck asked Roellich and Hemery about Supervisor Evans communication to insert progressive discipline into the policy and asked if this comes anywhere close to meeting what Evans wanted. Hemery responded that the County is an at will employer but it is also important to be fair and in typical situations discipline will go through the progression of oral, written, suspension and termination. It is also emphasizes that these are at will employees and that any significant offense in and of itself may be enough to jump right to suspension or termination. This is not a system that says this is progressive discipline that must be followed; it recognizes that there could be serious situations that could result in termination. Van Dyck asked if the revision includes language that would lead to a more progressive discipline procedure than what was in place before. Roellich responded that she delineated in the definitions the types of corrective action or types of discipline and that they become more egregious in the different levels. The proposed language states, "The County reserves the right to impose corrective or disciplinary action as may be appropriate in particular circumstances. As such, discipline taken should be at the appropriate level to correct the identified behaviors." This means when looking at an issue with an employee, for example attendance, we would not go all the way to suspension. Any action taken is meant to be corrective, not punitive and therefore they will look at the infraction or infringement and what should be done as a result. HR tracks historical data regarding discipline and they are reviewing that in moving forward. It is not specifically spelled out because they do not want to include a just cause standard because then their hands become tied when there are serious infractions, such as a nurse slapping a resident at the mental health center, where stronger action than a written reprimand is necessary and appropriate. Hemery added that this comes real close to progressive without crossing the line while still making it clear that we are at will and can use any type of discipline, but, in general, should use progressive.

Schadewald said he is comfortable with the proposed revisions. He said just cause puts this in a whole new arena and what is being proposed is progressive while still giving the County the at will abilities that we should have.

The next section discussed was the employee selection process. Roellich said there are a number of changes being proposed to clarify compliance with employment laws and also to clarify the process of who has authority to hire for certain positions and what process needs to be followed for recruitment and filling the positions and also to be sure we are consistent on how positions and announcements are posted. She made mention of the recent discussions regarding whether or not it is appropriate for applications to ask whether the applicant has been convicted of a felony. Proposed language in Section 4.21 would be, "In recognition of the County's efforts to provide all citizens with an opportunity to succeed, it is the policy of Brown County that applicants will not be required to disclose arrest/criminal record history when completing the County's online employment application, unless required by state and/or federal law ..." Roellich continued that in Section 4.34 (Background Verification), there is specific language regarding caregivers or anyone working with a vulnerable population that outlines the requirements. There is also language about completing criminal background checks which happens on all candidates who are selected for an offer of employment.

Lund said there is a big difference if someone committed a felony 15 years ago and spent a few years in jail and then has had a good record after that as opposed to someone who just got out jail a few months ago. Erickson asked for clarification of what positions in the County someone with a felony would not be considered for. Roellich said that caregivers and law enforcement fall under that category. In Wisconsin, to use arrest and conviction

history in relation to an employment decision, there has to be a nexus of what the applicant was convicted of and the employment they are seeking. For example, someone who was convicted of embezzling will never be hired in finance and someone who was convicted as a sex offender would not be hired as a teacher. However, someone who was convicted of embezzlement could later be hired as a zoo educator because they would not have access to money. Erickson asked about a prior drug offense and Roellich said there are many circumstances that come into play such as how long ago the conviction was and what was involved. She also noted that people could also be convicted of misdemeanors that would prohibit them from employment as well. Felonies are not the only thing considered when making hiring decisions; all arrest and conviction history is taken into consideration.

Buckley asked why we would wait until we get down to the last few applicants to find out if they are felons. Roellich explained that they do not do reference checks either until they narrow the selection down. She said that at the point of application, if a box is checked that the person has been convicted of a felony, HR does not know what the felony is. The arrest and conviction history is confidential and HR does not even look at it until the person is being considered for the position. Further, even if the box is checked, the person may still be eligible for employment depending on what the felony conviction is and how long ago it occurred. Buckley does not have a problem with people who have been convicted of a crime being given the opportunity to explain themselves, but part of committing a crime is paying for the crime and part of that is being labeled a felon. His perspective comes from being in law enforcement and also from being a victim of crime and he feels that people need to be held accountable for their crimes and nowadays people are not always held accountable.

Van Dyck asked Roellich if she felt more language should be included in this section that explains to people when their criminal history comes into play in hiring decisions. Roellich said that the Statutes are referenced and that is where those things are spelled out. Lund added that people who are felons probably understand what jobs they would be eligible for and not eligible for. Buckley responded that a lot of these people are felons because they did not make the right decisions to begin with and will not know what jobs they can and cannot apply for and he questions who the appropriate gatekeeper should be to decide whether someone is hireable or not based on their past criminal activity. Roellich said sometimes the background check only lists the type of crime, so they do further research and do some case history to obtain further documentation. Then they may contact with the candidate to hear their explanation before a determination is made.

Buckley said this is pretty subjective to whoever is making the decision and feels there should be a clear standard. If the County is going to employ felons, he feels there needs to be specific information as to what kinds of felons we will employ and what departments and positions they can work in. Hemery said there is case law that says the felony has to be substantially related to the position. Case law continues to develop as different situations come up and the County needs to continue to review the cases. Roellich noted that sometimes standards can result in trouble because what the County may feel is reasonable standards could result in someone filing a discrimination case and then we become one of those cases that other employers reference. Hemery said the County saying they will not hire felons would be discriminatory and this is an area where we have to be careful.

Schadewald added that people without criminal convictions can be hired and then they can have criminal convictions while they are employed. He said what is being proposed is a policy that is a lot more detailed than it was in the past and there are policies that let us do background checks that are non-discriminatory and he feels HR will do their best job on this.

Lund referenced Section 4.32 regarding nepotism, and noted that it appears that now brothers or sisters can be hired into the same department as a sibling if they have the qualifications. Roellich responded that she included this because some departments are very large and have more than one location. For example, Health and Human Services covers a large variety of departments. If someone is working at the CTC and a sibling is hired to work in Sophie Beaumont, the likelihood of some of the issues that typically occur that constitute nepotism are unlikely to occur and the County should not limit themselves to hiring another quality employee at a different unit. If they would be working in the same work unit under the same department, that would be different because there are a lot of things that can happen. The revisions were made to give some flexibility on this.

Lund does not mind if two people from a family are in the same department, but he does not feel a family member should be supervising another family member. If both employees are on the same level, he feels the County should

///

not limit the ability to take the good employee. He does feel that County Supervisors should not have children working for the County because the Board is in direct supervision over wages and benefits for the County. Buckley agrees that a family member should not be directly supervising an immediate member of the same family. Roellich said when talking about family members working in the same department, maybe they start out at the same level with equal footing but then one wants to promote to a more supervisory position and they are not able to. She also noted that family members get into disputes often and they cannot always control where and when they address the disputes and if they are in the same work unit this can become a distraction in the workplace. There is also the scenario where one family member may be doing wrong, and the other family member helps cover it up.

Lund felt it should be left up to the department head to be sure that everything is noted before a hiring decision is made. Buckley said he does not have a problem with this as long as family members are not in direct supervision of other family members. Lund said he is glad there are exceptions included in the policy so the County can focus on hiring the best people for the job without having to limit themselves. Van Dyck said it sounds like what we are talking about is basically going back to the rule that was in place previously. Roellich said this is really just a clarification of the current policy which defines who is an immediate family member and what can and cannot happen with regard to direct supervision and then allowing for exceptions to be made by HR. Lund said it is important to allow for the exceptions. Van Dyck said if supervision is the only concern that this body has an issue with, then we should focus on supervision and it appears that the old policy seems to be that there could be multiple people from the same family working in the same department as long as none of them are directly supervising any of them but it seems that the new language is almost asking for full discretion by HR to make decisions regarding whether or not family members are employed in a certain department if there is already a family member employed in that department. Van Dyck respects the fact that there is ability for HR to make the decision, but if there is turnover in HR Directors, the policy could become very inconsistent based on the HR Director's discretion. Roellich said the previous language includes both direct supervision and family members just being in the same department. What is now in the language does not alter what was previously there. Hemery suggested this be sent back to HR and Corporation Counsel with direction to focus more on direct supervision situations.

Weininger said this was on the agenda tonight for discussion purposes. After this goes through the Administration Committee, staff will go back and make final revisions. Buckley's biggest concern for any of the changes is that HR seems to have a lot of discretion, but the instability in the past in the HR Department seems to have led to a lot of the issues that we are dealing with right now. His comments are because he wants to see less discretion and more definitive ways so we do not get in similar situations in the future. Roellich understood that and said she is also working on operational procedures so things are done on a consistent basis moving forward and noted that she intends to stay at Brown County until she retires.

Motion made by Supervisor Schadewald, seconded by Supervisor Erickson to refer Item 11a to Administration Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

Roellich continued with the Director's Report and said that there was a lengthy conversation at the last PD & T meeting about how holiday and vacation time impacted overtime and what the historic impact was. Roellich said when this change was made in November, 2016 the projected fiscal impact was \$277,000. When the cost for what has been identified as overtime and what is projected for the remainder of this year was calculated, it was over \$327,000. The discussion at PD&T resulted in that Committee referring this back to the Executive Committee. Roellich has drafted preliminary language regarding this for future discussion.

Van Dyck asked when the revisions to Chapter 4 will be reduced to a Resolution for voting. Weininger indicated it should be coming back to the Committee next month.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to receive and place on file the Director's Report. Vote taken. MOTION CARRIED UNANIMOUSLY

///

12. **Department of Administration Report**

Weininger informed that the bond refunding should free up about \$300,000 of levy. It was initially anticipated applying an additional \$459,000 in levy, but that will not be necessary due to the bond savings which will help the budget significantly in 2018.

Motion made by Supervisor Van Dyck, seconded by Supervisor Schadewald to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

13. **County Executive Report**

No report. No action taken.

Closed Session:

14. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining property for employee parking downtown.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to enter into closed session. Roll call vote taken: Ayes: Van Dyck, Erickson, Lund, Schadewald, Hoyer, Buckley. **MOTION CARRIED UNANIMOUSLY**

15. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining property for employee parking downtown.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to return to regular order of business. Roll call vote taken: Ayes: Van Dyck, Erickson, Lund, Schadewald, Hoyer, Buckley. **MOTION CARRIED UNANIMOUSLY**

16. **Reconvene into Open Session:** The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining property for employee parking downtown.

Motion made by Supervisor Schadewald, seconded by Supervisor Hoyer authorizing Corporation Counsel the authority to draft a Resolution to go to Administration Committee and County Board to contract with Associated Bank to purchase parking lot for nominal amount as discussed in closed session. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Other

17. Such other matters as authorized by law. None.

18. Adjourn.

Motion made by Supervisor Buckley, seconded by Supervisor Schadewald to adjourn at 7:20 pm. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Recording Secretary

///

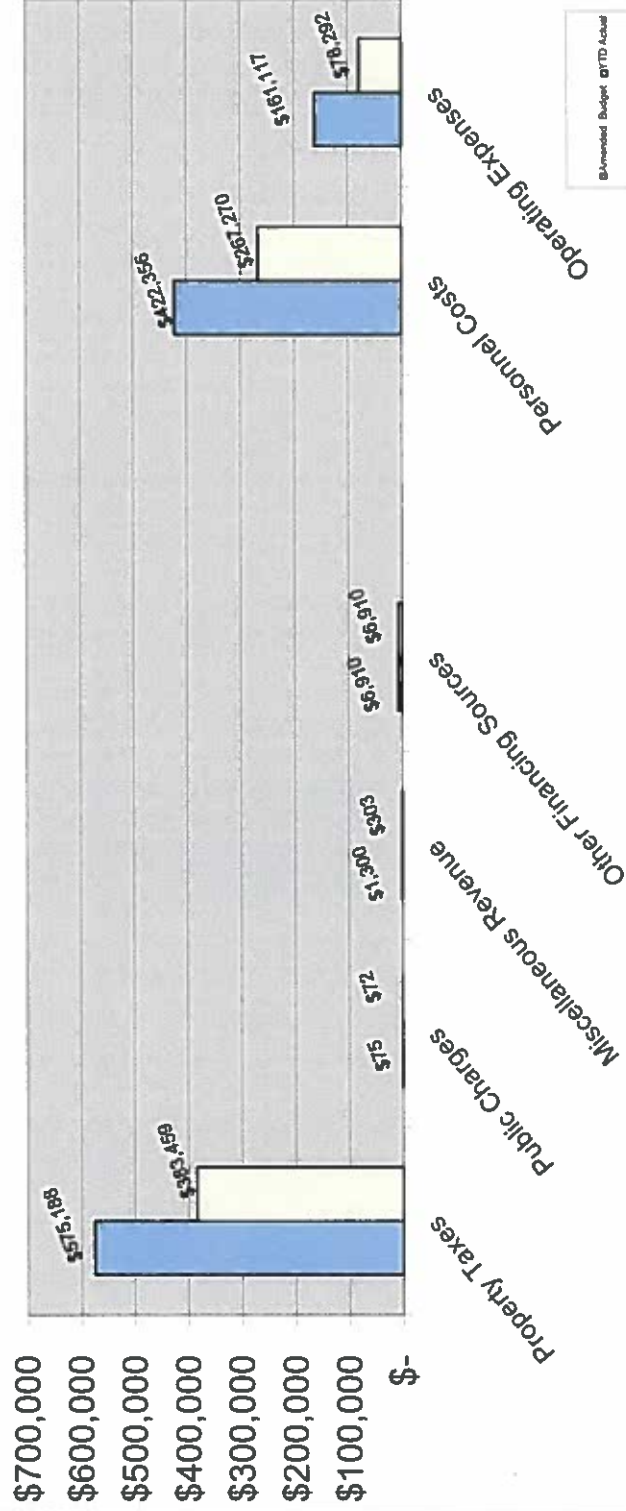
Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
08/31/17

	Amended	YTD	YTD	Comments:
	Budget	Actual	Percentage	
Property Taxes	\$ 575,188	\$ 383,459	66.7%	
Public Charges	\$ 75	\$ 72	96.5%	
Miscellaneous Revenue	\$ 1,300	\$ 303	23.3%	(1)
Other Financing Sources	\$ 6,910	\$ 6,910	100.0%	(2)
Personnel Costs	\$ 422,356	\$ 267,270	63.3%	(3)
Operating Expenses	\$ 161,117	\$ 78,292	48.6%	(4)

Comments:

- (1) Miscellaneous Revenue - The amended budget reflects two separate donations to the Veterans' Recognition Subcommittee; one from the AMVETS (\$300) and another from Associated Bank (\$1,000).
- (2) Other Financing Sources - Includes funds carried over from 2016 for tablets (\$6,460) and a donation made to the Veterans' Recognition Subcommittee (\$450).
- (3) Personnel Costs - YTD overtime incurred (\$1,200.39) versus budgeted (\$1,000). However, only \$232.50 of the budgeted \$2,500 in contracted services has been expended year-to-date.
- (4) Operating Expenses - YTD expenses includes audit fees billed and paid (\$29,000) and annual dues/membership fees paid to WCA (\$27,148) and NACo (\$4,960). Also, postage expense appears to be trending negatively.

Board of Supervisors - August 31, 2017





Board of Supervisors - Summary

Through 08/31/17
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund									
REVENUE									
Property taxes	575,188.00	.00	575,188.00 ✓	47,932.33	.00	383,458.64 ✓	191,729.36	67 ✓	574,424.00
Public Charges	75.00	.00	75.00 ✓	.00	.00	72.38 ✓	2.62	97 ✓	109.52
Miscellaneous Revenue	.00	1,300.00	1,300.00 ✓	.00	.00	302.75 ✓	997.25	23 ✓	25.25
Other Financing Sources	.00	6,910.00	6,910.00 ✓	.00	.00	6,910.00 ✓	.00	100 ✓	6,474.00
REVENUE TOTALS	\$575,263.00	\$8,210.00	\$583,473.00	\$47,932.33	\$0.00	\$390,743.77	\$192,729.23	67%	\$581,032.77
EXPENSE									
Personnel Costs	422,356.00	.00	422,356.00 ✓	31,384.07	.00	267,269.68 ✓	155,086.32	63 ✓	421,764.91
Operating Expenses	152,907.00	8,210.00	161,117.00 ✓	2,190.01	.00	78,292.43 ✓	82,824.57	49 ✓	149,637.41
EXPENSE TOTALS	\$575,263.00	\$8,210.00	\$583,473.00	\$33,574.08	\$0.00	\$345,562.11	\$237,910.89	59%	\$571,402.32
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$14,358.25	\$0.00	\$45,181.66	(\$45,181.66)		\$9,630.45
Grand Totals									
REVENUE TOTALS	575,263.00	8,210.00	583,473.00	47,932.33	.00	390,743.77	192,729.23	67%	581,032.77
EXPENSE TOTALS	575,263.00	8,210.00	583,473.00	33,574.08	.00	345,562.11	237,910.89	59%	571,402.32
Grand Totals	\$0.00	\$0.00	\$0.00	\$14,358.25	\$0.00	\$45,181.66	(\$45,181.66)		\$9,630.45

26

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: October 3, 2017

To: Executive Committee

From: Dan Process, Internal Auditor *DP*

Re: Status Update (September 1 – September 30, 2017)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. Completed: Auditing Services Contract / Request for Proposal (RFP – Project #2159) See attached memo dated October 2, 2017
 - b. Finalized: 2018 Audit Plan (See attached memo dated October 3, 2017)
 - c. In-progress: 2018 Annual Proposed Budget
 - d. In-progress: Health & Dental Fund Audit
2. Standard Monthly Duties
 - a. Review of the County Board's monthly financial statements (August 2017)
 - b. Review – Clerk of Courts Bank Reconciliation (August 2017)
 - c. Preparation & Review – Bills over \$5,000 Report (August 2017)
 - d. Distribution to Committees – Paid Bills Report (August 2017)
3. Other Miscellaneous Activities
 - a. Inquiries, Questions and/or Requests from Board Supervisors/Department Head's
 - b. Audit Follow-Up (See attachment)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

2c



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4014 FAX (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN J. PROCESS
INTERNAL AUDITOR

To: Executive Committee

From: Dan Process, Internal Auditor *DP*

Date: October 2, 2017

Re: Auditing Services Contract / Request for Proposal (RFP – Project #2159)

Brown County's most recent contract for auditing services expires on November 1, 2017. In accordance with Procurement Policy A-5, a formal RFP process was executed to solicit proposals from Accounting firms to conduct Brown County's annual audit for the next three years with an optional two year extension.

In conjunction with this process, a Selection/Scoring Team was formed to review and evaluate all proposals received. Team make-up was as follows:

Team Member	Title	Department
Dale DeNamur *	Purchasing Senior Buyer	Administration
Dave Ehlinger	Finance Director	Administration
Mary Wolske	Senior Accountant	Administration
Eric Johnson	Finance Manager	Human Services
Dan Process	Internal Auditor	County Board

*Facilitator

Based on the RFP executed, a total of three (3) vendors submitted proposals for consideration; Schenck SC, Baker Tilly and Clifton Larson Allen LLP.

Proposals were evaluated independently by each team member and assigned a score between 1 and 10 on each of the following attributes; thoroughness of proposal submitted, expertise and experience and audit approach. A consensus or group meeting was then held to share the results and factor in the pricing. Based on the scoring results, Schenck SC received the highest ranking.

On behalf of the Selection/Scoring Team, I am recommending that the Auditing Services Contract (RFP – Project #2159) be awarded to Schenck SC for the next three (3) years with the option of two (2) additional one (1) year extensions. The cost associated with this contract is as follows.

Audit Year 2017	Audit Year 2018	Audit Year 2019	Audit Year 2020 (Optional)	Audit Year 2021 (Optional)	5 Year Projected Cost
\$ 80,000	\$ 81,200	\$ 82,400	\$ 83,600	\$ 84,900	\$ 412,100

Documentation to support the Selection/Scoring Team's decision is available upon request.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: October 3, 2017

To: Executive Committee

From: Dan Process, Internal Auditor *DP*

Re: 2018 Audit Plan

Listed below is my proposed work plan for 2018. Each project notes the department/area affected, activity/objective to be achieved, estimated time required to complete and estimated project duration. Please note that this plan is subject to change as a result of the audits/reviews being conducted or new or urgent issues that may occur during the year.

2018 Projects:

1. General County

- **Identify and review County established bank accounts for proper internal controls**
- Estimated Time: 1-2 months
- Duration: 2 months

2. General County

- **Audit department(s) for compliance with the County's Monetary Receipts, Disbursements and Deposits Policy**
- Estimated Time: 2-3 months
- Duration: 12 months

3. General County

- **In conjunction with the Organizational Development Coordinator, participate in the review of the current organizational structures throughout the County to identify potential consolidation and/or efficiency opportunities**
- Estimated Time: On-going
- Duration: 12 months

4. Technology Services

- **Evaluate the County's policies and/or procedures in place to manage a potential data breach**
- Estimated Time: 1-2 months
- Duration: 2 months

5. County Board

- **Assist County Board Supervisors with review of the annual County budget**
- Estimated Time: 1-2 months
- Duration: 2 months

6. General County

- **Coordinate review of RFP vendor appeals filed**
- Estimated Time: Unknown (Dependent on the number of appeals received)
- Duration: 12 months

20

7. General County
 - **Address internal control issues/concerns**
 - **Address tips received through the anonymous tip line**
 - **Satisfy requirements associated with open records requests received**
 - **Estimated Time: Unknown (Dependent on the number of issues/concerns, tips and/or open records requests received)**
 - **Duration: 12 months**
8. County Board
 - **Conduct special/research projects for County Board Supervisors at the direction of the County Board Chair and/or Executive Committee**
 - **Estimated Time: Unknown (Dependent on the number/type of projects assigned)**
 - **Duration: 12 months**
9. County Board – Standard Monthly Responsibilities
 - **Provide monthly status updates**
 - **Review of Clerk of Courts bank reconciliation**
 - **Review of County wide financial statements**
 - **Review of County Board financial statements and preparation of report for Executive Committee**
 - **Distribute Paid Bills Report**
 - **Prepare and review report of County payments greater than \$5,000**
 - **Estimated Time: 1 month**
 - **Duration: 12 months**
10. County Board – Standard Quarterly Responsibilities
 - **Perform audit follow-up on prior recommendations and communicate status updates**
 - **Estimated Time: 1 month**
 - **Duration: 12 months**

If you have any questions or concerns regarding this audit plan, please contact me at your convenience.

Thank you.

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
Updated: September 30, 2017

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Brown County Golf Course Contractual Requirements Audit (Golf Professional Services and Food & Beverage Service)	The category used to reflect a significant portion of the Golf Pro's revenue was ambiguous.	Management should strengthen existing controls by utilizing available capabilities of the POS system to provide additional revenue breakdown (detail). If this is not possible, management should require the Golf Pro to provide Brown County with additional information; that can be verified, as to the specific make-up of any ambiguous revenue categories. In conjunction with this enhancement, management should consider the installation of surveillance cameras, within the Pro Shop area, to allow for the monitoring/review of cash handling activities by non-County employees.	Golf Course	The County Board could approve funding for the installation of a camera within the Pro Shop at a cost of \$1,000 with an additional cost of \$50.00 per year for licensing. This does not include public record storage of the video footage. Targeted Implementation date: Outcome contingent on the Board of Supervisors decision to approve funding for a camera.	Per Scott Anthes, Golf Course Superintendent, cameras have not been installed as TS is awaiting for needed equipment and higher connection speed. Revised implementation date: 09/30/15. <u>09/30/15 Update:</u> A service line agreement between Brown County and the Oneida Tribe of Indians is being pursued to address this recommendation. Revised implementation date: 01/31/16. <u>02-22-16 Update:</u> Issues outside of the County's control continue to delay implementation. Revised targeted implementation date: 09/30/16. <u>09-30-16 Update:</u> Outside issues continue to delay implementation. Revised targeted implementation date: 09/30/17. However, if progress is made prior to this date, Internal Audit will be notified. <u>09-13-17 Update:</u> Cameras have been installed and new credit card machines in use. Issue considered closed	Closed

20

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE				
FOR October, 9 2017 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27-082417	9/26/2017	\$ 7,493.00	Airport General
Conway, Olejniczak & Jerry, SC	671709-042M	8/31/2017	\$580.00	Planning & Land Services
	671709-041M	8/31/2017	\$493.00	Planning & Land Services
Arenz, Molter, Macy Kittle & Larson SC	1458	9/21/2017	85.00	Sheriff Dept. Matters
	1376	8/25/2017	272.00	Sheriff Dept. Matters
Michael Best	1496809	9/11/2017	\$5,818.50	Landfill Siting Agreement
	1496810	9/11/2017	\$1,296.00	Fox River Fiber Sludge
Total ----			\$ 16,037.50	

RECEIVED BY

SEP 26 2017

Brown County
Corporation Counsel

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

September 26, 2017

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
8/25	Phone conference with Sue Bertrand re: Lyft	.50
8/28	Phone conference with Sue Bertrand re: Clabots;	.20
	Letter from Sue Bertrand re: Oneida Tribe road lease;	.10
	Revise Clabot's lease;	.50
	Letter to Sue Bertrand re: Clabots lease;	.40
	Review Oneida road lease subfile;	.20
	Letter to Becky Demmith re: road lease;	.25
	Phone conference with Marty Piette re: Promo space lease;	.20
	Letter to Attorney Krystal John re: Promo lease;	.20
	Phone conference with Sue Bertrand re: Uber, Clabots lease, etc.	.25
8/29	Phone conference with Sue Bertrand re: Clabots and Lyft;	.35
8/30	Review information from Sue Bertrand re: Lyft	.65
	Phone conference with Tom Miller re: navigational aids;	.10
	Letter from Becky Demmith re: Seven Generation;	
	Review of Jet Air current lease and First Amendment re: additional land;	
	Email from Sue Bertrand re: Cummins;	
	Review revised Cummins agreement;	
	Email to Sue Bertrand re: Cummings	.60
9/6	Email from Sue Bertrand re: Skyworthy Interiors;	.10
	Review Skyworthy Interiors sublease and Consent to Sublease;	.40
	Review information re: FAA rules and FBO operators;	1.00
	Phone conference with Sue Bertrand re: insurance, Skyworthy, etc.	1.00
9/7	Letter to Sue Bertrand re: Jet Air/Skyworthy;	.20
	Review information re: complaint: FBO;	.25
	Letter to Tom Miller;	.30
	Phone conference with Dan Moore re: insurance certificate, re: cabs, etc.;	.20
	Review lease extension - Skyworthy;	

GL# 610.030.001.5716.100

3

Page Two
September 26, 2017

9/7	Phone conference with Sue Bertrand re: Skyworthy and cabs/insurance;	.35
	Letter to Sue Bertrand re: cabs/insurance certificate;	.25
	Phone conference with Tom Miller re: American Airlines, ground transportation, etc.;	.60
	Prepare Consent to Lease Addendum (Skyworthy);	
	Letter to Sue Bertrand re: Skyworthy	.75
9/11	Phone conference with Sue Bertrand re: Clabots, etc.	.50
9/12	Phone conference re: TNC regulation;	1.15
	Letter from Sue Bertrand re: Pilotsmith/Jet Air;	
	Phone conference with Sue Bertrand re: Pilotsmith, TNC's, etc.	.85
9/13	Review Jet Air/Pilotsmith leases;	.15
	Phone conference with Sue Bertrand re: Pilotsmith;	.30
	Phone conference with Sue Bertrand re: response to Laura	.20
9/14	Letter from Sue Bertrand re: Jet Air/Pilotsmith	.10
9/15	Review Amano file re: call with Sue Bertrand;	
	Phone conference with Sue Bertrand re: final Amano/Millennium agreement;	
	Letter from Sue Bertrand re: Millennium;	1.25
	Revise Oneida Lease - alcoves;	.10
	Letter to Attorney Krystal John	.40
9/18	Phone conference with Tom Miller re: Jet Air, TNC's, etc.;	.85
	Prepare Second Amendment to Lease - Jet Air;	
	Letter to Tom Miller re: Jet Air;	2.50
	Review information re: Jet Air Percentage Rent;	
	Phone conference with Tom Miller re: Percentage Rent, final flowage fees, etc.;	
	Email from Marty Piette re: Oneida Nation alcove lease;	
	Email from Sue Bertrand re: Clabots lease;	1.50
	Review Second Amendment re: Jet Air;	
	Letter from Sue Bertrand re: Millennium	.50
9/19	Review proposed "clean" version of Millennium Agreement;	
	Letter to Ken Andrews at Millennium;	.65
	Phone conference with Sue Bertrand re: Millennium and Jet Air Lease Amendment, TNC's;	.50
	Prepare modifications to FAA-MOA re: navigational aids;	
	Phone conference with Tom Miller re: navigational aid, Millennium, and Jet Air;	
	Letter to Tom Miller re: navigational aids;	1.65
	Email from Sue Bertrand re: Jet Air	.10

Page Three
September 26, 2017

9/20	Letter from Ken Andrews re: Millennium;	.10
	Phone conference with Sue Bertrand re: Millennium;	.35
	Review revisions for FAA-navigational aids;	.10
	Review email from Sue Bertrand re: Stardust	
	Limo, etc.;	.10
	Email from Tom Miller re: FAA-navigational aids;	.10
	Phone conference with Sue Bertrand re: Stardust	
	Limo	.35
9/21	Prepare Consent to Sublease re: Pilotsmith;	
	Letter to Tom Miller re: Pilotsmith	1.50
9/25	Letter from Tom Miller re: description	
	for Jet Air - Second Amendment.	<u>.10</u>
	TOTAL HOURS:	25.40

25.40 HOURS @ \$295.00 PER HOUR = \$7,493.00

AMOUNT DUE ON ACCOUNT: \$7,493.00

Thank you.
GAW:prn





RECEIVED BY

SEP 15 2017

Brown County
Corporation Counsel

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date September 11, 2017
Invoice No. 1496809

Client/Matter 018236-0023 Implementation of Brown County Landfill Siting Agreement

For professional services rendered through August 31, 2017, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
8/7/17	D Crass	Review exchange of e-correspondence between Mr. Haen and Mr. Hoffman; telephone conference with Mr. Haen to discuss review of landfill agreement.	0.50	\$ 270.00
8/8/17	D Crass	Conduct comprehensive review of Town of Holland landfill agreement in light of issues identified by Mr. Haen; prepare/outline notes of conclusions from review on key issues; prepare for and participate in conference call with Mr. Haen outlining major conclusions and request for conversion to written memorandum of advice.	5.50	2,970.00
8/9/17	D Crass	Prepare memorandum.	1.00	540.00
8/10/17	D Crass	Review, revise and finalize draft memorandum; review agreement on remaining issues to research; forward memorandum for cite checking.	1.50	810.00
8/10/17	L Jellings	Cite check and edit citations in legal memorandum.	0.70	94.50
8/11/17	D Crass	Finalize memorandum and provide same to Mr. Haen.	1.00	540.00
8/16/17	D Crass	Exchange of e-correspondence with Mr. Haen; telephone conference with Mr. Haen; revise and finalize e-correspondence responses (2) to Mr. Hoffmann.	0.90	486.00
8/23/17	D Crass	Telephone conference with Attorney Allen, lawyer for Mr. Hoffman.	0.20	108.00
Total Hours and Services			11.30	\$ 5,818.50

GL# 650.078.001.5716.100

3

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Invoice 1496809
018236-0023
September 11, 2017
Page 2 of 2

Total Services	\$ 5,818.50
Total Disbursements	<u>0.00</u>
Total This Invoice	<u>\$ 5,818.50</u>

3



Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date September 11, 2017
Invoice No. 1496810

Client/Matter 018236-0047 Fox River Fiber Sludge Disposal Matter

For professional services rendered through August 31, 2017, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
8/7/17	I Pitz	Correspondence with Dean Haen and DACrass regarding landfill issue; teleconference with Patrick Taylor regarding Outagamie agreement.	1.20	\$ 576.00
8/31/17	I Pitz	Review emails from Fox River's attorney; propose revised contract language; teleconference with client regarding status; review Outagamie agreement.	1.50	720.00
Total Hours and Services			2.70	\$ 1,296.00
Total Services				\$ 1,296.00
Total Disbursements				0.00
Total This Invoice				<u>\$ 1,296.00</u>

GL# 650-078.001.5716.100

3

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Invoice 1496810
018236-0047
September 11, 2017
Page 2 of 2

Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
8/8/17	1490775	\$ 2,160.00	\$ 0.00	\$ 2,160.00
9/11/17	1496810	1,296.00	0.00	<u>1,296.00</u>
Outstanding Due:				<u>3,456.00</u>

Outstanding Invoice Aging:

0-30	31-60	61-90	91-120	121+
1,296.00	2,160.00	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	<u>2.70</u>	\$ 480.00	<u>\$ 1,296.00</u>
Totals		2.70		\$ 1,296.00

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

O.K.!
Cheryl Ann
9/13/17

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND COMMITTEE
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
08/31/2017
ACCOUNT NO: 671709-041M
STATEMENT NO: 1

PLEASE RETURN THIS PORTION WITH PAYMENT

BATTLE HOUSE GB, LLC; CRAIG KNAPP; DIEDRE KNAPP
LOAN REVIEW

		HOURS	
08/11/2017			
MMM	REVISE LOAN AGREEMENT; PREPARE PERSONAL GUARANTEES; PREPARE BORROWING RESOLUTION; PREPARE SELECTIVE BUSINESS SECURITY AGREEMENT; CONFERENCE WITH CLIENT RE: STATUS OF DOCUMENTS; E-MAIL TO CLIENT WITH DOCUMENTS FOR REVIEW	1.40	
08/14/2017			
MMM	CONFERENCE WITH CLIENT; E-MAIL TO CLIENT RE: NO SUBSTANTIAL CHANGES TO LOAN DOCUMENTS	0.30	
	FOR CURRENT SERVICES RENDERED	1.70	493.00
	TOTAL CURRENT WORK		493.00
	BALANCE DUE		<u>\$493.00</u>

250.066.069.5714.100

RECEIVED BY

SEP 18 2017

Brown County
Corporation Counsel

RECEIVED

SEP 13 2017

BROWN COUNTY PLANNING
AND LAND SERVICES

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

3

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

Ch. Lamine
9/13/17

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND COMMITTEE
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
08/31/2017
ACCOUNT NO: 671709-042M
STATEMENT NO: 1

PLEASE RETURN THIS PORTION WITH PAYMENT

WARRIOR JUNGLE LLC; DREW KNAPP - LOAN REVIEW

		HOURS	
08/11/2017			
MMM	REVISE LOAN AGREEMENT; PREPARE PERSONAL GUARANTEES; PREPARE BORROWING RESOLUTION; PREPARE SELECTIVE BUSINESS SECURITY AGREEMENT; CONFERENCE WITH CLIENT RE: STATUS OF DOCUMENTS; E-MAIL TO CLIENT WITH DOCUMENTS FOR REVIEW	1.40	
08/14/2017			
MMM	REVISE LOAN DOCUMENTS TO IDENTIFIED DREW KNAPP AS SOLE MEMBER OF BORROWER; CONFERENCE WITH CLIENT RE: SAME; E-MAIL TO CLIENT WITH REVISED LOAN DOCUMENTS	0.60	
	FOR CURRENT SERVICES RENDERED	2.00	580.00
	TOTAL CURRENT WORK		580.00
	BALANCE DUE		<u>\$580.00</u>

250.066.069.5716.100

RECEIVED BY

SEP 18 2017

Brown County
Corporation Counsel

RECEIVED

SEP 13 2017

BROWN COUNTY PLANNING
AND LAND SERVICES

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

3

Arenz, Molter, Macy, Riffle & Larson SC

720 N. East Ave, PO Box 1348
Waukesha, WI 53187
Phone: (262) 548-1340
www.ammrlsc.net

INTERIM INVOICE

Invoice # 1458
Date: 09/21/2017
Due On: 10/21/2017

Brown County
Rebecca S. Lindner - via email
lindner_rs@co.brown.wi.us
Brown County Asst. Corporation Counsel
305 E. Walnut Street, Ste. 680
Green Bay, WI 54305

USDOJ Brown County Sheriff's Department LEP Investigation

CONFIDENTIAL

THIS DOCUMENT IS ATTORNEY-CLIENT PRIVELEGED AND ATTORNEY WORK PRODUCT

IT IS NOT SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORDS LAW WITHOUT APPROVAL BY THE
CLIENT AND ATTORNEY

Attorney	Date	Description	Quantity	Rate	Total
RDB	09/05/2017	Examine Correspondence from USDOJ Seeking Meeting in Next 45 Days Regarding Compliance with LEP and Correspondence with Lindner Regarding Same	0.50	\$170.00	\$85.00
			Quantity Subtotal		0.5

Time Keeper	Quantity	Rate	Total
Remzy D. Bitar	0.5	\$170.00	\$85.00
		Quantity Total	0.5
		Subtotal	\$85.00
		Total	\$85.00

RECEIVED BY
SEP 27 2017
Brown County
Corporation Counsel

GIL# 100.016.001.5716

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1376	09/24/2017	\$272.00	\$0.00	\$272.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1458	10/21/2017	\$85.00	\$0.00	\$85.00
Outstanding Balance				\$357.00
Total Amount Outstanding				\$357.00

Please make all amounts payable to: Arenz, Molter, Macy, Riffle & Larson SC

Arenz, Molter, Macy, Riffle & Larson SC

720 N. East Ave, PO Box 1348
Waukesha, WI 53187
Phone: (262) 548-1340
www.ammlsc.net

INTERIM INVOICE

Invoice # 1376
Date: 08/25/2017
Due On: 09/24/2017

Brown County
Rebecca S. Lindner - via email
Brown County Asst. Corporation Counsel
305 E. Walnut Street, Ste. 680
Green Bay, WI 54305

USDOJ Brown County Sheriff's Department LEP Investigation

CONFIDENTIAL

THIS DOCUMENT IS ATTORNEY-CLIENT PRIVILEGED AND ATTORNEY WORK PRODUCT

IT IS NOT SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORDS LAW WITHOUT APPROVAL BY THE CLIENT AND ATTORNEY

Attorney	Date	Description	Quantity	Rate	Total
RDB	07/19/2017	Review Additional Information from State and from FNS Regarding Request for Additional Information from County	0.40	\$170.00	\$68.00
RDB	07/19/2017	Telephone Conference with Jenny Hoffman Regarding Request for Additional Information from FNS	0.20	\$170.00	\$34.00
RDB	07/24/2017	Continue Review of Recent Requests for Information from FNS	0.40	\$170.00	\$68.00
RDB	07/24/2017	Review and Provide Input on Hoffman Response to FNS Civil Rights Responses Addendum A Draft for Comment sent by State to County	0.60	\$170.00	\$102.00
			Quantity Subtotal		1.6

Time Keeper	Quantity	Rate	Total
Remzy D. Bitar	1.6	\$170.00	\$272.00
		Quantity Total	1.6

RECEIVED BY
SEP 27 2017
Brown County
Corporation Counsel

GL# 100.016-001.5716

Subtotal	\$272.00
Total	\$272.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1376	09/24/2017	\$272.00	\$0.00	\$272.00
Outstanding Balance				\$272.00
Total Amount Outstanding				\$272.00

Please make all amounts payable to: Arenz, Molter, Macy, Riffle & Larson SC

3

October 18, 2017

**AN ORDINANCE AMENDING SUBSECTION 2.13(4)(h) OF CHAPTER 2 OF
THE BROWN COUNTY CODE OF ORDINANCES**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Subsection 2.13(4)(h) of Section 2.13 (entitled "Meetings, Agendas") of Chapter 2 of the Brown County Code of Ordinances is hereby amended as follows:

(h) Any item other than a closed session item appearing on a committee meeting agenda may be taken up by the County Board at the next regularly scheduled Board meeting following said committee meeting. ~~Any closed session item listed on a county committee meeting agenda for the month shall be placed on the following Brown County Board regularly scheduled meeting agenda following said committee meeting.~~

Section 2 - This Ordinance Amendment shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel at Request of County Board Chairperson

Final Draft: Reviewed, Edited and Approved by Corporation Counsel

Fiscal Impact: This amended ordinance change does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
GRUSZYNSKI	5			
LEFEBVRE	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
BRUSKY	14			
BALLARD	15			
KASTER	16			
VAN DYCK	17			
LINSSEN	18			
KNEISZEL	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
BLOM	23			
SCHADEWALD	24			
LUND	25			
BECKER	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600
PHONE (920) 448-4015, FAX (920) 448-6221

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 08-15-2017
REQUEST TO: Executive Committee
MEETING DATE: 09-11-2017 and 10-09-2017
REQUEST FROM: Patrick W. Moynihan, Jr.
County Board Chairperson

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: AN ORDINANCE AMENDING SUBSECTIONS 2.05(6) AND 2.13(4)(h) OF CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES

ISSUE/BACKGROUND INFORMATION:

Repealing the 'Lund Amendment.'

ACTION REQUESTED:

Approval of requested amendments.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

October 18, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO ENGAGE AMERICAN FIDELITY AS THE BROWN COUNTY
SECTION 125 (FLEX SPENDING ACCOUNT) BENEFITS ADMINISTRATOR**

WHEREAS, the Human Resources Department has obtained information regarding engaging American Fidelity as its Section 125 (Flex Spending Account) benefits administrator; and

WHEREAS, if engaged as the Section 125 benefits administrator by Brown County, American Fidelity would offer the following services free of charge to Brown County:

- a) Administration of the Section 125 (Flex Spending Account) Plan, including plan document and annual non-discrimination Worksheets for reporting;
- b) Comprehensive enrollment support for employees;
- c) Provision of online benefit enrollment portal;
- d) Provision of employee benefit booklets for open enrollment and new hires; and
- e) One-on-one employee guidance through the open enrollment process in conjunction with the Human Resources Department; and

WHEREAS, it is desired that Brown County engage American Fidelity as its Section 125 benefits administrator regarding administering the above-mentioned employee benefits.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby authorizes the engagement of American Fidelity as the third-party benefits administrator for Brown County's Section 125 Plan to provide the above-mentioned employee benefits, effective January 1, 2018; and

BE IT FURTHER RESOLVED, that the Human Resources Department is hereby authorized and directed to take the steps necessary to engage American Fidelity in this capacity.

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution is projected to save \$12,180 for the Employee Health and Dental Fund.

Respectfully submitted,
ADMINISTRATION COMMITTEE,
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

Authored by Human Resources

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
GRUSZYNSKI	5			
LEFEBVRE	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
BRUSKY	14			
BALLARD	15			
KASTER	16			
VAN DYCK	17			
LINSEN	18			
KNEISZEL	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN JR	22			
BLOM	23			
SCHADEWALD	24			
LUND	25			
BECKER	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

October 18, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF A
COMMUNITY TREATMENT PROGRAM WORKER POSITION IN THE HUMAN
SERVICES – COMMUNITY TREATMENT CENTER TABLE OF ORGANIZATION**

WHEREAS, the Brown County Human Services – Community Treatment Center Department (“Department”) currently has a vacant Community Treatment Program Worker position (“Position”); and

WHEREAS, the Department has requested to reclassify the Position to a Social Worker/Case Manager position to enable the Outpatient Behavioral Health Department to attract better qualified candidates. With this change, client care is expected to improve with minimization of client risk; and

WHEREAS, the Department has assessed the increased revenue possible through a higher qualified position, and determined that a comparable number of billable hours will offset increased position costs. The current non-degreed position receives about half the reimbursement rate through Targeted Case Management than a degreed Social Worker/Case Manager position can generate through Crisis billing; and

WHEREAS, the Human Resources Department in conjunction with the Department recommends the reclassification of the 1.00 FTE Community Treatment Program Worker position in Pay Grade 17 to the 1.00 FTE Social Worker/Case Manager position in Pay Grade 12 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reclassification of the 1.00 FTE Community Treatment Program Worker position in Pay Grade 17 in the Human Services – Community Treatment Center table of organization to the

6

1.00 FTE Social Worker/Case Manager position in Pay Grade 12 of the Classification and Compensation Plan is hereby approved.

Budget Impact:

Human Services – Community Treatment Center

Partial Year Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Community Treatment Program Worker PG 17 (2,080 hours)	(1.00)	Deletion	\$ (9,189)	\$ (3,858)	\$ (13,047)
Social Worker/Case Manager PG 12 (1,950 hours)	1.00	Addition	\$ 9,970	\$ 3,975	\$ 13,945
Partial Year Budget Impact (3 months)					\$ 898

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Community Treatment Program Worker PG 8 (2,080 hours)	(1.00)	Deletion	\$ (36,754)	\$ (15,432)	\$ (52,186)
Social Worker/Case Manager PG 12 (1,950 hours)	1.00	Addition	\$ 39,878	\$ 15,901	\$ 55,779
Annualized Budget Impact					\$ 3,593

Fiscal Note: This resolution does not require an appropriation from the General Fund. The increased expenses will be offset by increased revenue from crisis billing.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KHEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

6



RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: August 28, 2017
REQUEST TO: Human Services Committee; and Executive Committee.
MEETING DATE: September 27, 2017; and October 9, 2017.
REQUEST FROM: Kathryn Roellich
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of a Community Treatment Program Worker in the Human Services – Community Treatment Center Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Department has requested to reclassify a vacant Community Treatment Program Worker position to a Social Worker/Case Manager to attract better qualified candidates. With this change, client care is expected to improve with minimization of client risk. The cost will be offset by the higher reimbursement rate for Crisis billing from a degreed position.

ACTION REQUESTED:

Reclassification of 1.00 FTE Community Treatment Program Worker in Pay Grade 17 to 1.00 FTE Social Worker/Case Manager in Pay Grade 12 of the Classification and Compensation Plan.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$898 Partial Year/\$3,593 Annualized (Offset by Crisis billing revenue)
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? 201.076.170.173
 2. If no, how will the impact be funded? Within existing Outpatient Program Budget

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

October 18, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentleman:

RESOLUTION AUTHORIZING
THE PURCHASE AND SALE OF REAL ESTATE

WHEREAS, Brown County has a need for a future landfill space, and Brown County has already acquired significant parcels of land for the purpose of creating a future landfill site; and

WHEREAS, approximately 154 acres of suitable land adjacent to the future landfill site is available for purchase, and Brown County desires to purchase said land at fair market value as determined by an appraiser; and

WHEREAS, Brown County currently owns approximately 358 acres of less-suitable land that is not adjacent to the future landfill site, Brown County desires to sell said land, and Brown County has a purchaser interested in purchasing said land at fair market value as determined by an appraiser; and

WHEREAS, the land desired to be sold and the land desired to be purchased both contain wooded and agricultural land; and

WHEREAS, this purchase and sale would result in Brown County owning sufficient property to secure the future landfill needs of Brown County; and

WHEREAS, it is anticipated that there will be a net surplus of funds resulting from selling said 358 acres, and from buying said 154 acres, and it is desired that said net surplus

of funds be placed in the Port and Resource Recovery Department's Resource Recovery Property Acquisition Fund.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby authorizes its administrative and any other necessary staff and/or officials to all take such municipal and other acts as are necessary to buy and sell the property/acreage referred to above for fair market value as determined by an appraiser, and upon such terms and conditions deemed to be appropriate by Brown County Officials and Corporation Counsel, and hereby further directs that any net surplus funds resulting from the above described purchase and sale of land be placed in the Port and Resource Recovery Department's Resource Recovery Property Acquisition Fund.

Fiscal Note: The resolution does not require an appropriation from the General Fund.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Corporation Counsel
Final Draft Approved by Corporation Counsel's Office

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN HAEN

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: September 19, 2017
REQUEST TO: Planning, Development and Transportation Committee; and
Executive Committee
MEETING DATE: September 25, 2017; and
October 9, 2017
REQUEST FROM: Dean R. Haen, Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Authorising the Purchase and Sale of Real Estate

ISSUE/BACKGROUND INFORMATION: Selling approximately 358 acres in exchange for acquiring 154 acres of land.

ACTION REQUESTED:

Approval

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

Is there a fiscal impact? X Yes No

a. If yes, what is the amount of the impact? Net Positive Effect of \$1.5-\$2M in proceeds

b. If part of a bigger project, what is the total amount of the project? South Landfill is a \$300M project

c. Is it currently budgeted? ☐ Yes x ☒ No

1. If yes, in which account? Resource Recovery Property Acquisition Fund

2. If no, how will the impact be funded?

X COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
SIEBER	1			
DR WANE	2			
MCTIOLSON	3			
HOYER	4			
GRUSZYNSKI	5			
LEFEBVRE	6			
CRICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LUST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
BRUSKY	14			
KATERS	15			
KASTER	16			
VAN DYCK	17			
LINSSEN	18			
KNEISZEL	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
BLOM	23			
SCHADEWALD	24			
LUND	25			
BECKER	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



Kathryn A. Roellich

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

MEMORANDUM

Date: September 27, 2017

To: Administration Committee:
Richard Schadewald, Chair, Administration
Mark Becker
John S. Vander Leest
Jamie Blom, Vice-Chair
James Kneiszel

Executive Committee
Tom Lund, Chair, Executive
Patrick Buckley
Erik Hoyer
Patrick Moynihan Jr., Vice-Chair
Bernie Erickson
John Van Dyck

From: Kathryn Roellich
HR Director 

Re: Human Resources Report – October 2017

The following is a brief summary of activities occurring with the Brown County Human Resources Department. The length of this report has been shortened due to budget preparation and review activities at the October meetings.

- Training:
 - The Human Resources Department is currently coordinating and scheduling Management/Supervisory Development Training to be presented in November and December.
- Classification and Compensation: A resolution is noted on the agenda for the 2018 Budget meetings to implement a plan with the intent of resolving current and future compensation issues/concerns.
- Chapter 4 Updates:
 - Ordinance changes have been noted on the agenda for the following areas:
 - Corrective Action, Layoffs, Terminations
 - Employment Selection Process
 - Vacation
 - Further revisions will be "on hold" until completion of the budget process as well as the Classification and Compensation implementation.
- Safety:
 - A county-wide Safety Plan has been created (see attached).

2017-2018 Brown County Safety Plan

The following is an outline of activities to be undertaken by the Brown County Safety Coordinator in conjunction with appropriate department heads and staff:

- Create Building or Department Safety Committees:
 - Safety Committees will address:
 - safety concerns that are brought forth to the committee;
 - Review any accident investigation results that are completed by the County Safety Coordinator; and
 - Develop departmental/building policies/procedures to address applicable safety issues.
- Work in conjunction with department heads or designated staff to schedule and conduct monthly safety talks, specific to each department.
- Conduct accident investigations for all accidents and work with applicable staff, vendors or equipment providers to implement processes/procedure to limit reoccurrence of similar accidents
- Safety Program overview
 - Will review county and department safety programs;
 - Training; and
 - Update to current standards and regulations.
 - Will review at least annually or more often, as needed, based on regulatory changes.
- Employee safety education through training.
 - Create job specific training, focusing on historically "high risk" positions first.
 - Pre-employment training
 - Identify and provide specialty training (I.E. confine space, fall protection, lockout tagout, active shooter)
- Create more of a safety presence out in the field by spending more time with employees doing employee observations to find unsafe practices
- Create month facility inspection of all departments or buildings
 - Inspections will look at regulation based items along with county best practices
- Start yearly safety audit program for all departments
 - Safety Audit program will look at building specific safety items.
 - Will look at Training completion and documentation

Work Comp

- Investigate loss leaders for each department and implement change or add training as needed
- Educate employees and managers on Work comp processes
- Develop and implement an "Early Return to Work" policy and provide training/education to management regarding the cost benefit of bringing an employee back to work with restrictions, when possible.
- Provide education on direct and indirect costs of work comp for managers and supervisors.